

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF # 46-8-088

CLASSIFICATION TITLE Executive Assistant (Retired Annuitant)	OFFICE/BRANCH Program Delivery/Rail and Operations Delivery/Operations and Maintenance	LOCATION Sacramento
WORKING TITLE Executive Assistant	POSITION NUMBER 311-001-1728-901	EFFECTIVE DATE 12/8/17

GENERAL STATEMENT:

Under the direction of the California High-Speed Rail Authority's Director of Rail Operations and Maintenance, the incumbent serves as the primary office support to the Rail Operations & Maintenance Branch (O&M Branch). The Executive Assistant (EA) provides high level support with wide latitude for independent action and is responsible for completing a variety of administrative assistance and secretarial support for projects related to the O&M Branch. This position requires that the EA interprets and applies laws, rules and procedures from available reference manuals and other related sources of requirements issued by the California Department of Human Resources, State Personnel Board, State Controller's Office, and other state and federal laws, rules and procedures. The EA performs a variety of duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. The EA will carry out assignments on their own initiative for obtaining facts on which decisions are made. In order to provide support to the O&M Branch, the EA will use a computer with Microsoft Office software (e.g. Outlook Calendar, Outlook e-mail, Word, Excel, and PowerPoint), in accordance with the Authority's established office guidelines. Working with limited instructions, the EA independently performs the following duties to maintain a professional, well organized and high functioning office.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

- 40% (E) Using Microsoft Office, maintain the complicated and dynamic working schedule and calendar of the Chief of Rail Operations, the Director of Rail Operations and Maintenance, and the Director of Planning and Integration. Schedule appointments and meetings providing information regarding conference room availability and telephone conference lines. Provides meeting documents and materials in advance to best prepare staff for meetings. Follow-up on projects and requests assigned to programs. Respond to and/or redirect telephone calls and email correspondence from the Governor's Office, California State Transportation Agency, Legislators and other high level contacts. Arrange travel itineraries and prepare in-state and out-of-state

travel claims for the O&M Branch. Manages out-of-state travel requests, documents, and acts as liaison to obtain Agency and Governor's Office approval of out-of-state travel.

30% (E) Interface with the Business Services Branch and the Information Technology Office to maintain office equipment and office supplies.

Performs special projects as needed to support the O&M Branch. Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures, submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Staff Central system by the due date. Reviews incoming mail and directs to appropriate staff, and processes outgoing mail. Maintains filing systems, data, reports, and records for the office and enters associated data into the database.

25% (E) Prepares, distributes and maintains files of executive correspondence, contracts, administrative reports and confidential issues. Follows practices in the Authority style guide. Reviews formatting for consistency with established standards and independently collects and organizes information to ensure expeditious processing.

Involved in the preparation, timely collection, organization, and distribution of critical and sensitive Authority materials, including, but not limited to, agendas for monthly meetings. Makes photocopies, scans documents and print O&M materials.

5% (E) Other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of: The principles and methods of public and business administration; office management principles, methods and procedures; good personnel and fiscal management practices; the organization's relationship with other governmental entities; the administrator's responsibilities with regard to the organization's programs; the functions, programs and operations in the Administrator's area of responsibility; the principles and practices of supervision; the Department's Equal Employment Opportunity objectives; a supervisor's role in Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Think clearly and analyze problems of organization and management and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; handle changing priorities; establish and maintain cooperative working relationships; communicate effectively; type at a speed of 45 words per minute; supervise the work of others; effectively contribute to the Department's Equal Employment Opportunity objectives.

INTERPERSONAL SKILLS

- Ability to communicate on a one-on-one basis for the purpose of obtaining or providing information;
- Professional telephone etiquette; ability to effectively communicate with persons at all levels;
- Understands and completes tasks with minimum direction;
- Exemplary public and staff interaction skills;
- Demonstrates efficiency, conscientiousness, and professionalism.

DESIRABLE QUALIFICATIONS:

- Possess high organization skills, sets priorities and works independently with minimal supervision.
- Ability to exercise a high degree of initiative and independence in performing assigned tasks with accuracy and meet deadlines.
- Ability to organize and prioritize workload priorities and work under pressure.
- Dependable and punctual.
- Excellent grammar and vocabulary skills;
- Demonstrates enthusiasm and is customer service oriented; independent and self-initiator; excellent verbal communication skills; and exercises good judgment.
- A demonstrated interest in assuming increasing responsibility.
- Education equivalent to completion of the twelfth grade.
- Demonstrated knowledge of the California High-Speed Rail Programs.
- High level of skills in communicating verbally and in writing.
- Strong organizational skills, as well as the ability to simultaneously handle multiple assignments.
- Able to work independently, manage time effectively, prioritize tasks, and adapt quickly to changing priorities and deadlines.
- Able to gain and maintain the confidence and cooperation of others and work in a team environment.
- Able to maintain security and confidentiality of private information and public documents in compliance with applicable laws.
- Necessary knowledge of the Public Records Act and other pertinent state and federal laws.
- Proficient in computer programs such as MS Office, Word, Outlook, Adobe, PowerPoint, and Excel in an efficient and effective manner.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors may have a significant impact on the internal and external operations of the Authority. The EA should exercise a high degree of initiative and independent judgment in regularly performing the most difficult duties.

SUPERVISION EXERCISED OVER OTHERS:

This position does not supervise.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

Employees may be required to sit for long periods of time using keyboard and video display terminal. The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; must be able to develop and maintain cooperative working relationships; and demonstrate a sense of responsibility and commitment to public service.

- Professional office environment and attire
- Effectively handle stress, multiple tasks and tight deadlines calmly and efficiently
- Communicate confidently and courteously
- Bend and stoop
- File documents above shoulder height

WORK ENVIRONMENT:

Employee will work in a climate-controlled office under artificial light. However, due to periodic challenges with the heating and air conditioning, the building temperature may fluctuate. Employees will be required to travel outside of the workstation to perform general tasks.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor_____

Signature:	Date:
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